



JOB DESCRIPTION

Title:	Management Analyst	Department(s):	Administration
Reports to:	City Manager	Location:	Municipal Building
FLSA:	Non Exempt	Pay Grade:	Schedule VIII (\$12.00/Hour)
Shift:	Day	Status:	Part-Time
Bargaining Unit:	None	Date:	February 2013

JOB SUMMARY

Assists City Manager in performing a wide variety of complex and specialized professional administrative duties in the areas of project management, human resources,

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Conducts research on variety of municipal issues as assigned, prepares reports on findings.
- Performs financial/operational analyses of city government as assigned, prepares reports on findings.
- Assists City Manager with the development of policies and programs that maintain and/or improve organizational effectiveness. Areas of focus include (but are not limited to) compensation and benefit systems, classification structures, employee recruitment, employee development and training, performance management, loss control, risk management, grant writing, website design & development, and public communications, presentations, municipal transparency, public budgeting, and labor/employee relations.
- Perform a variety of clerical and administrative support functions including, but not limited to: composition of detailed documents such as letters, memos, minutes or other materials from draft, dictation, or general instructions; proofread and edit documents, presentation materials, brochures and other materials; filing; posting and/or logging information to manual or automated records; coordinate materials for distribution;
- Completion of other duties as assigned by City Manager or designated staff.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Attends regular and special work sessions of the Common Council as necessary.
- Attends seminars and workshops related to administrative duties and responsibilities.
- May be required to maintain membership in one or more professional associations for public management and/or human resources.

SUPERVISION RECEIVED AND/OR EXERCISED

- Work is performed under general supervision of City Manager.
- No formal supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Equivalent to an Associate's Degree in business, public administration, marketing, communications, finance, community and/or economic development, human resources, organizational behavior, legal assistant, office or file management, or closely related field.
- Current enrollment in a 4-year degree program in business, public administration, marketing, communications, finance, community and/or economic development is preferred.
- Minimum of Junior level class standing desired.

Language Skills

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade and convince others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as code manuals, City ordinances, directories, State Statutes, procedures, guidelines and non routine correspondence
- Ability to communicate orally and in writing with City personnel, Department personnel and general public.

Mathematical Skills

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret descriptive statistical reports.

Reasoning Ability

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- The ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties without supervision.

Other Qualifications

- Ability to effectively meet and deal with the public.
- Ability to work effectively in cooperation with fellow employees.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Thorough working knowledge of Microsoft Office software and their applications.
- Basic knowledge of html, web site design and maintenance
- Ability to organize and prioritize a large number of projects at one time.
- Ability to demonstrate initiative, to work independently and in a team environment.
- Knowledge of municipal organizations and their services and operations.
- Basic knowledge of the principles and practices of public personnel administration including pertinent local, state and federal laws, employment development and workplace safety.
- Basic knowledge of organizational development and customer service principles, including continuous quality improvement.
- Excellent communications skills and the ability to work with people having very diverse interests.
- Have, or have the ability to obtain, a valid Wisconsin Drivers License.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly killed movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling crouching, crawling, kneeling, stooping and/or moving up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Human Resources Date

City Manager Date